

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE TELECONFERENCE
JUNE 14, 2000**

The Quality Systems (QS) Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on June 14, 2000, from 1 - 4 p.m. The meeting was led by its chair, Mr. Joe Slayton of the U.S. Environmental Protection Agency's (EPA) Region III. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The homework table is provided in Attachment C. *The purpose of the meeting was to discuss issues leading up to the Sixth NELAC Annual Meeting (NELAC VI) and to discuss comments received by the QS Committee.*

NELAC VI

All committee members but one plan to attend NELAC VI and Mr. Slayton will look into establishing a conference line for the Air session for that member. He will also try to have a conference line setup for the Microbiology session so that technical experts can participate.

COMMENTS

The remainder of this teleconference was devoted to discussing comments from an Accrediting Authority (Kansas), Dr. Kenneth Jackson, Dr. Mike Miller (New Jersey), Dr. Tom McAninch on the term "co-monitoring," and Mr. Eric Yeggy (TestAmerica Incorporated). These comments, an additional comment from Mr. Dan Dickinson, and the comments from the May 15, 2000 teleconference will be taken to NELAC VI by the chair.

Accrediting Authority (Kansas)

The discussion on the Kansas comments resumed from the last teleconference (May 15, 200) on comment #22.

Comment #22 Section 5.11.3.d.2

Proposed change: Note: the placement of the laboratory ID number on the sample container is not considered a ~~permanent record~~ part of the sample receipt log.

Comment #23 Section 5.12.4.3.d

This comment is superceded by other changes in the current version.

Comment #24 Section 5.12.4

Proposed change: Add “records” to the following section headers as shown.

5.12.3 Laboratory Sample Tracking Records

5.12.3.1 Sample Handling Records

5.12.3.2 Laboratory Support Activities Records

In addition, the following language will be added in Appendix E under “Purpose.” (Appendix D was used as a template.) “The requirements from the body of Chapter 5 (e.g., 5.11 Sample Handling, Sample Acceptance Policy, and Sample Receipt), apply to Legal Chain of Custody Protocols.”

Comment #25 Section 5.12.4.3

This text is now in E.4, Controlled Access to Samples

Proposed change: The accredited laboratory shall control and document access to all legal samples and subsamples such as extracts and digestates.

Comment #26 Section 5.5.3.5

This comment was addressed in previous revisions to Chapter 5.

Comment #27 Section D.2.8.f

Section D.2.8.f is now D.2.8.i and the text has already been revised in the latest version of Chapter 5.

The committee confirmed that Kansas is correct and that the text in this section may be more demanding than current methods.

Comment #28 Section 15.13.g

This text has been revised since the comment was submitted.

Former text: The laboratory must certify that the test results meet all requirements of NELAC or provide reasons and/or justification if they do not.

Current text: Laboratories accredited to be in compliance with these standards shall certify that the test results meet all requirements of NELAC or provide reasons and/or justification if they do not.

The committee agreed to “no change” as the suggested change would be too prescriptive. The committee intends flexibility.

Dr. Kenneth Jackson on Section 5.13.a.13

The committee discussed the issue of who signs laboratory reports (e.g., technician, QA officer). The current text is: “a signature and title, or an equivalent electronic identification of the person(s) accepting responsibility for the content of the certificate or report (however produced), and date of issue.” This issue will be discussed further at NELAC 6 and is relevant for assessor training.

Dr. Mike Miller (New Jersey) on Section 5.10.2.1.d, Comment #12

The committee agreed to “no change” in section 5.10.2.1.d. or Appendix C. However, in response to this comment the Committee agreed to the following change in Section 5.8

Current text:

- c) Any item of the equipment which has been subjected to overloading or mishandling, or which gives suspect results, or has been shown by verification or otherwise to be defective, shall be taken out of service, clearly identified and wherever possible stored at a specified place until it has been repaired and shown by calibration, verification or test to perform satisfactorily. The laboratory shall examine the effect of this defect on previous calibrations or tests.
- d) Each item of equipment including reference materials shall be labeled, marked or otherwise identified to indicate its calibration status.

Proposed text:

- c) Any item of the equipment which has been subjected to overloading or mishandling, or which gives suspect results, or has been shown by verification or otherwise to be defective, shall be taken out of service, clearly identified and wherever possible stored at a specified place until it has been repaired and shown by calibration, verification or test to perform satisfactorily. The laboratory shall examine the effect of this defect on previous calibrations or tests. Before the analysis of any samples, the determinative instrument (e.g., GC, GC/MS, ICP, AA, Visible Spectrometer, etc.) shall be shown to have acceptable accuracy and precision. This is determined by performing demonstration of capability (DOC) procedures per Appendix C without sample extraction.
- d) All determinative instruments used for analysis must be shown to have acceptable accuracy and precision. This is determined by performing DOC procedures per Appendix C without sample extraction.

Note on proposed text: the former section 5.8.d will become section 5.8.e and the following sections in 5.8 will be renamed to be consistent with this change.

Dr. Tom McAninch on Section 5.6.2.h (the term “co-monitoring”)

The committee agreed that this term refers to “looking over each other’s shoulder.” The committee does not see a need for defining the term “co-monitoring.” The term is included as part of a list of examples. The committee considers this meaning to be self-evident.

Mr. Eric Yeggy (TestAmerica Incorporated) on Section D.1.1.A.1

Proposed change:

- 1) Method Blanks - Shall be performed at a frequency of one per preparation batch of samples per matrix type . The results of this analysis shall be one of the QC measures to be used to assess the batch . The source of contamination must be investigated and measures taken to correct, minimize or eliminate the problem if the blank exceeds the detection limit and

Mr. Dan Dickinson (NYS Department of Health) on Section D.3.6.3

A committee member has addressed the commentor directly and will bring this comment to NELAC VI.

State Implementation of Changes

The committee discussed changes to the standards that address the comments of Accrediting Authorities and considered whether those changes can be implemented immediately. The committee discussed that it depends on the state process, which varies significantly. The length of time depends on whether the states adopt the standards by reference, by statute, or as a rule.

QS TELECONFERENCE SCHEDULE

NELAC VI is scheduled for June 26-29, 2000 in Williamsburg, VA and there are no other teleconferences scheduled before NELAC VI.

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE
JUNE 14, 2000**

Item No.	Action Item	Date to be Completed
1.	Mr. Slayton will submit to Ms. Jeanne Hankins the minutes from the May 15 and June 14, 2000 teleconference.	June 22, 2000
2.	Mr. Slayton will look into a conference line for the air and microbiology sessions at NELAC 6.	Before June 26, 2000
3.	Mr. Slayton will carry comments that were not addressed in the current version of Chapter 5 to the NELAC VI meeting for discussion including those comments addressed in the May 15 and June 14, 2000 teleconferences.	Before June 26, 2000
4.	The chair will send an e-mail to Dr. McAninch regarding the outcome of the discussion on the term “co-monitoring” and its use.	June 21, 2000
5.	The chair requested that Mr. Cliff Glowacki and Mr. Donovan Porterfield send him the names of the subcommittee members for air and radiochemistry.	June 21, 2000

**PARTICIPANTS
QUALITY SYSTEMS COMMITTEE
JUNE 14, 2000**

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**Comments to QS Committee
Log & Status Table 4/23/00**

From (Organization)	From (Person)	Date Recieved	Commentor Notified of Receipt (Y/N)	Format OK? (Y/N) & WORDPERFECT OR WORD OR RICH TEXT	Number/Letter Assigned	Due Date	Compl. Date
15 Wi DNR	A. Sotomayor	4/1/99	Y	Y	wisc_1 One	6/2 9/22/99	10/18/99
16 Navy	Elsie Munsell	4/1/99	Y	Y	Navy_1.wpd Two	6/2 9/22/99 9/22/99	6/17/99
17 Arizona	George Avery	4/29/99	Y	N	not electronic Three	5/26 9/22/99	9/22/99 12/7/99
South Carolina	Carol Smith	6/24/99	N	N (hardcopy)	Four	10/15/99	11/26.99 12/7/99
Fl Dept. of Health	Steve Arms	7/14/99	Y	Y(File not avail)	Five	10/15/99	10/15/99
Hillsboroght Co. Water Dept.	Steve Axelrod	8/10/99	Y	N(File not avail)	Six	10/15/99	10/15/99
DOD	Jackie Sample	8/24/99	Y	N (Yes Email)	Seven	10/15/99	11/16/99
Lehigh Co. Authority	Donna Farber	9/2/99	Y	N (Yes Email)	Eight	10/15/99	1/7/00
W. Coast Analytical Service, Inc.	Jack Northington	9/1/99	Y	N (Yes Email)	Nine	10/15/99	12/7/99
Catalyst	Jerry Parr	9/7/99	Y	N (Yes Email) Gen. Questions	Ten	10/15/99	1/7/00
New Hampshire	Charles Dyer	?	N	Y(file not avail)	Eleven	!0/1/99	10/15/99
CA ELAB	Steve Boggs	9/22/99	Y	Y	Twelve	10/15/99	12/7/99
Eastman Kodak	Don Zahniser	9/22/99	Y	Y	Thirteen	10/15/99	1/7/00 outstanding items in 1/7/00 parking lot Completed on 4/14/00
Test America	Paul Juno	9/22/99	Y	Y	Fourteen	10/15/99	1/7/00 up to 5.12.3.3 and completed 4/14/00
WI DNR	A. Sotomayor	9/25/99	Y	Y	Fifteen	10/15/99	12/7/99
SAFETY-KLEEN CORP	VINCENT DONNDELINGER	1/3/00	Y	Y/N	A	2/9/00	4/14/00
CA-DHS	JANE JENSEN	1/3/00	Y	Y/N	B	3/1/00	2/16/00 & 3/15/00
CA-DHS	JUNE KANI	1/3/00	Y	Y/N	C	2/9/00	1* 1/3 2/9/00 and last 2/3 4/14/00

Attachment C

USEPA - REGION 4	CHARLIE HOOPER	12/20/99	Y	Y/N	D	2/9/00	2/23 & 36/00
DAVIS & FLOYD ENG.	CARL BURRELL	1/5/00	Y	Y/N	E	2/9/00	4/14/00
QC-INC	70720 HEIDI KRUEGER MARLENE MOORE	1/14/00	Y	Y/N	F	2/9/00	4/14/00
NY-SDH	KEN JACKSON	1/11/00 1/12/00	Y	Y/N	G	1/24/00	1/24/00
FIRST ENV	LORRIE FRANKLIN	12/3/99	Y	Y/N	H	2/9/00	1/24/00
Advanced Systems, Inc.	Marlene Moore	2/8/00	Y	Y	C1	3/6/00	3/6/00
PDC Labs, IL	Jeff Loews	3/6/00	Y	Y/N	C2		3/21/00
Field Activities Committee	Bart Simmons	3/2/00	Y	Y/N	C3		3/21/00
ELAB	J. Wilson Hershey	2/28/00	Y	Y/N	C3		3/13/00 and 3/21/00 and 4/14 and 4/17
UOSA	Bill Nivens	3/15/00	Y	Y/N	C4		3/15/00
FI	Steve Arms	3/10/00	Y	Y	C5		3/21/00
Hampton Roads Sanitary Authroity	Stancie Calacsan	1/24/00	Y	Y/N	I		4/19/00
California Health Dept.	June Kani	2/10/00 and 4/14/00	Y	Y	J		4/19/00
WI	Laura Trans	2/25/00	Y	Y	K		4/19/00
Severn Trent Labs STL	Deb Loring	3/16/00	y	Y/N	I		4/19/00
KS	Aurora Shields	2/29/00	Y	Y	M		3/9/00
FL DEP	Silky Labie	3/12/00	Y	Y	N		4/17 & 4/19
CA Health Dept.	Jane Jensen	3/12/00	Y	Y	O	NELAC 6	NELAC 6
PA DEP	Michael DePalma	3/30/00	Y	Y	P		4/19/00
Envir. Quality Management	Larry Jackson	4/4/00	Y	Y	Q	NELAC 6	NELAC 6
East Coast NELAC Assessors	Marlene Moore	3/31/00	Y	N	R	NELAC 6	NELAC 6

Note: The comments will be discussed during QS Committee meetings and the QS consensus comments will be included with the committee minutes. The final version of the tables/sections of tables will be forwarded by the lead after the Committee meeting so that it can be attached to the minutes. As the final response will be the consensus of the QS committee, the name of the group leader/s will not be included in the minutes/web posting.